

**Request for Qualifications**  
**NJHMFA/NJDCA/NJDHS Special Needs Housing Partnership Loan**  
**Program**  
**12/3/12**

**Please note that this Request for Qualifications for the Special Needs Housing Partnership Loan Program is being issued only to select ADDITIONAL qualified experienced housing developers. Previously approved qualified developers DO NOT need to reapply.**

**I. Program Summary**

Under the Special Needs Housing Partnership Loan Program (SNHPLP), the New Jersey Housing and Mortgage Finance Agency (NJHMFA), the New Jersey Department of Community Affairs (DCA), and the New Jersey Department of Human Services (DHS), Division of Developmental Disabilities (DDD) will provide financing to create permanent supportive housing and community residences for individuals with developmental disabilities. Loan proceeds may be used for the acquisition and rehabilitation of existing 3-4 bedroom single-family houses and first floor 3-4 bedroom condominiums, with acquisition and all rehabilitation to be completed within six (6) months of mortgage closing. Other housing arrangements may qualify, on a case-by-case basis, as may be accepted by NJHMFA staff, in consultation with the New Jersey Department of Human Services, Division of Developmental Disabilities (DDD), provided that the housing will be limited to up to four (4) individuals and the Sponsor is able to meet the 6-month threshold requirement. New construction, while not encouraged, will be considered on a case-by-case basis provided the Sponsor is able to meet the 6-month threshold requirement and limitation on maximum individuals noted above.

**II. Objective**

The objective of this partnership is to expedite the process of moving individuals out of institutions under the State's Olmstead Plan; off the Community Services Waiting List (CSWL), from Return Home New Jersey (RHNJ) or from Emergency Placements by qualifying housing developers and appropriate service providers who can ready homes for occupancy in communities throughout the State faster than DHS's current operating model.

**III. Purpose**

**The purpose of this Request for Qualifications is to assemble a roster of experienced housing developers with the capacity and technical expertise to acquire and manage units that meet the various residential needs of individuals with developmental disabilities and that meet their need for supports and services.** It is not the purpose of this RFQ to qualify providers on behalf of DHS nor does it guarantee that acceptance by the NJHMFA and DCA will lead to DHS qualification.

This RFQ is an opportunity for developers with documented organizational capacity, range, and depth of resources to be considered eligible for capital support to produce housing units for individuals with developmental disabilities.

Please note that replies to this RFQ will not lead directly to a contract between the State of New Jersey and the candidates. The information received in response to this RFQ will be used to create a larger pool of capable organizations that have demonstrated success in developing housing for low income households in general and for disability communities in particular.

In order to facilitate the development of housing opportunities for individuals with developmental disabilities, the State will provide interested municipalities with the pre-qualified roster of developers doing business in the area and the pre-qualified developers with a list of the interested municipalities in their business territory.

Housing that is easily accessible to public transportation and community resources including shopping and services, in a neighborhood with sidewalks are important site considerations, although not requirements.

#### **IV. Scope of Work**

Providers qualified through this RFQ will be eligible to apply for financing under the SNHPLP. The guidelines may be obtained from the following link: [http://www.state.nj.us/dca/hmfa/media/download/special/sn\\_housing\\_partnership\\_loan\\_guidelines.pdf](http://www.state.nj.us/dca/hmfa/media/download/special/sn_housing_partnership_loan_guidelines.pdf)

#### **V. Funding**

Capital funding comes from the SNHPLP in accordance with the SNHPLP guidelines. Organizations whose project development plans best meet the State's objectives to create housing opportunities can expect sufficient funding within the SNHPLP cap to purchase and rehabilitate the types of housing units identified as needed by DHS.

State and federal funds are available through DHS to pay for the operational and service costs of individuals placed through its Division of Developmental Disabilities.

Funding for services must be identified prior to a commitment by the State for project development. A qualified organization whose sole business is real estate development can seek a service partner with or without the assistance of DHS. However, the allocation of public funds for operating and services will only go to service providers qualified by DHS.

#### **VI. Qualifications**

Developers chosen to participate in this initiative must have:

- Knowledge of NJ's real estate market and experience with appropriate site selection, contract of sale negotiations, working with municipalities to secure permits and inspections and closing;
- Knowledge of the construction industry in NJ and expertise in rehabilitating single family ranch-style homes with design considerations for disabled communities, multi-family apartment buildings and/or condominium units; in developing a project pro forma, project management; familiarity with all pertinent federal, state and local regulations;
- A proven track record of delivering units expeditiously and within agreed upon time frames with quality workmanship;
- Financial audits that show a business on sound financial footing;
- A record of compliance with the Uniform Construction Code and the Americans with Disabilities Act;
- A developer/owner who will also be managing the operations and maintenance of properties but will not be employing a professional property management company will be required to provide staff training necessary to maintain building systems and evacuation protocols in cases of emergency; and
- Organizations or entities subject to outstanding fines or penalties by DCA or DHS will not be considered. Organizations or entities not in good standing (three or more months of arrearages or defaults) with NJHMFA or any State lending authority will not be considered.

## **VII. Submission Requirements**

Organizations and entities responding to this RFQ must complete and return the SNHPLP Questionnaire (Appendix A) along with the Additional Required Documentation (Appendix B).

Responses will be accepted on a rolling basis. RFQ responses may be hand delivered or sent by regular mail. Documents sent by e-mail will not be accepted.

Three (3) hard copies should be sent to:

SNHPLP  
 New Jersey Housing and Mortgage Finance Agency  
 637 South Clinton Avenue  
 P.O. Box 18550  
 Trenton, New Jersey 08650-2085  
 Attn: Supported Housing and Special Needs Division

Phone inquiries: Ann Wilber 609-278-7603 or Katie Brennan 609-278-7662

## Appendix A

### SPECIAL NEEDS HOUSING PARTNERSHIP LOAN PROGRAM QUESTIONNAIRE

#### Name of Organization:

Please answer the following questions completely. If a question does not apply to your organization please respond as N/A.

#### Property Development

1. List all housing development services you currently provide: i.e. acquisition, new construction, renovation, property management, buy and lease.
2. Is your agency currently a grantee of DCA? Please describe your current activities and include the municipalities in which your organization works.
3. Describe any housing your organization is currently developing with HMFA or DCA assistance. Please include the location of the project(s).
4. Describe any housing your organization has previously developed with HMFA or DCA. Please include the location of the project(s).
5. Describe active housing projects and housing projects in the development stage in New Jersey if not described above.
6. Describe housing your agency has developed in other States.
7. Describe any new construction projects your organization has completed. Include the total number of units; the percentage of accessible units; the highest cost per square foot; the lowest cost per square foot; the project location; and the completion date.
8. Provide the number of units your organization has purchased and renovated. Include the average sq. foot cost overall for the most recent project and the completion date.
9. Describe housing you completed as part of a COAH plan. Include the name of the municipality.
10. Describe your experience building or rehabilitating residential units for developmentally disabled individuals. Include all funding sources for development, operational and supportive services.

11. Provide your average residential construction cycle time from initiation to completion for new construction and for acquisition and renovation.

Operating and Service Resources

12. Provide a description of housing your organization has developed with DHS.
13. Describe your organization's experience providing services for people with disabilities.
14. Describe your organization's experience partnering with social service provider agencies.
15. Does your organization intend to partner with service provider agencies?
16. Provide the number of individuals currently and previously served through a contract with DDD. Include the contract expiration dates.
17. List the partners and financial "relationships" that your agency regularly relies on to deliver housing and services. Include all state and federal agencies, lenders, foundations that contribute to your ability to raise public and private funds.

Please see next page for Appendix B

## Appendix B

### ADDITIONAL REQUIRED DOCUMENTATION

Name of Organization: \_\_\_\_\_

- Evidence of legal status (i.e. IRS tax exemption)
- Mission Statement
- List of Board Members
- Table of Organization
- Current NJ Business Registration Certificate
- Age of agency
- Years current Executive Director has with organization
- Resumes of Executive Staff, Housing Development and Property Management staff
- Verification of previous NJDCA, NJDHS or HMFA grants and loans
- Most recent audit
- Professional memberships